



A Public Service Agency

TRANSMITTAL OF REGISTRATION APPLICATIONS
(Submitter will complete shaded area only)

FOR DEPARTMENT USE ONLY

SUBMITTED IN TRIPLICATE BY OR FOR (FIRM/MAILING ADDRESS)	DEALER/DISMANTLER NO.	REPRESENTATIVE'S NAME (PRINT)		CHECK ONE <input type="checkbox"/> CREDIT	CHECK ONE <input type="checkbox"/> PICKUP	LIST NO.
	REG. SERV. NO.	DEALER/DISMANTLER TELEPHONE NO.	R/S TELEPHONE NO.	<input type="checkbox"/> REFUND	<input type="checkbox"/> MAIL	DATE RECEIVED OR POST MARKED (CIRCLE)

(1) VIN OR LICENSE NUMBER	(1a) BUYER'S NAME	(2) DEALER REPORT OF SALE OR DISMANTLER ACQ. NUMBER	(3) N E W	(4) U S E D	(5) DATE OF SALE/ ACQUISITION	(6) DMV FEES COLLECTED FROM CUSTOMER	(7) RECEIPT NUMBER	(7a) AMOUNT	(7b) + AMOUNT OF CASH OR CHECK	(7c) = TOTAL	(7d) REFUND	(8) ASF/ ISF DUE
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												

REC'D. BY DEPT. REP. NAME	NO. OF APPS	DATE	CASHIER'S DATE STAMP/SEQ. NUMBERS	<input type="checkbox"/> SR/AR Credit <input type="checkbox"/> RO (HQ/REF)	TOTALS						
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TOTAL CK/CASH	TOTAL PRIOR CREDIT	=	TOTAL AMT. REC'D.
for	+		←

SR/AR ISSUED (MASTER RECEIPT)	ASF/ISF will be billed by <u>Sacramento</u> , Headquarters	SUBMITTER'S COMMENTS
CK #/PRIOR CREDIT #	Fees submitted for ASF/ISF \$ _____	
FEES PAID AFTER SUBMISSION OF THIS LIST	Receipt # _____	
\$ CK #		
SR/AR # ISSUED	BY (DEPT. REP.)	Submitter's Rep X _____
DATE REQUESTED/AMT. REQUESTED/BY	DATE REC'D.	
By: <input type="checkbox"/> Department's Rep X		

GENERAL INFORMATION

This is a three part form designed for use by dealers/dismantlers but may be used by individuals or companies submitting multiple registration applications.

PREPARE AN ORIGINAL AND TWO (2) COPIES

Original: This copy will be retained by the department.

First Copy: This copy will be returned to submitter with documents due him after the applications have been processed.

Second Copy: If ISF fees are due, this copy will be forwarded by the field office to:

ISF Unit
P.O. Box 932366
Sacramento, CA 94232-3660

An application for vehicle registration is considered to be received by the department only when it is accompanied by all necessary documents properly completed and the required fees. Penalties may accrue on applications submitted to the department without fees.

In computing ANY fees or penalties due whether on a proration or otherwise, disregard a fraction of a dollar unless it exceeds fifty cents (\$0.50). In this case, round the fee UP to the next dollar.

Example: (If fee and/or penalty is \$5.51, submit \$6.00.)
(If fee and/or penalty is \$5.50, submit \$5.00.)

Please do not submit odd cents.

It is not necessary to enter .00 in the money columns to indicate cents.

Applications not submitted to the department in a timely manner are subject to the following Administrative Service Fees (ASF)/Investigative Service Fee (ISF).

(ASF)	No fee
Submitted after 30 days from date of sale	\$ 5.00
Submitted after 90 days from acquiring the vehicle (ISF)	\$15.00

In addition, whichever is appropriate:

Submitted after 50 days from date of sale	\$25.00
Submitted after 20 days from date the department first returned the application (ISF)	\$25.00

PROCEDURE TO COMPLETE THIS FORM

(Submitter will complete the shaded area only.)

1. Enter your business name as submitter, and mailing address, Registration Service and or dealer/dismantler number. Print the name and telephone number of the representative responsible.
2. Indicate choice of refund or credit media if you have overpaid.
3. When list is completed, indicate choice of picking up the list or having the list mailed.
4. Sacramento Headquarters will bill for any Administrative Service Fee (ASF)/Investigative Service Fee (ISF) due. However, the dealer/dismantler or lessor-retailer may at their option, deposit fees towards any ASF/ISF due. The amount and corresponding receipt number will be listed by the department's representative on the front of this form, lower right hand corner.
5. Enter in column one (1) the California license plate number presently on the vehicle, the Vehicle Identification Number (VIN). When completing this form, group all "used" vehicle transactions together. Likewise, arrange all "new" vehicles together.
6. Enter in column 1a—the buyer's name in (1a).
7. Enter in column two (2) the Report of Sale Number/Acquisition Number for the transaction.
8. Enter "X" either in column three (3) if transaction is for a **new** vehicle or in column for (4) if transaction is for a **used** vehicle.
9. Enter in column five (5) the date of sale/date of acquisition for each transaction.
10. Enter in column six (6) the amount of DMV fees collected by the dealer or Registration Service.
11. If the department has issued a Receipt for fees previously received for this vehicle and the credit copy is being submitted as evidence of payment, enter the receipt number in column 7.
12. If a receipt as described in ten (10) above is submitted, enter the dollar amount in column 7a.
13. Enter in column 7b the amount of cash/or check submitted for each item. Refunds on prior dealer bundles in the form of Suspense Receipts and/or Automated Receipts (dealer credits) are considered cash and included in the Master Receipt.
14. Column 7c shall always be the total of columns 7a plus 7b and must be at least as much as all fees collected from the customer (do not include any fees refunded to the customer), but may include fees paid by the dealer for the customer.
15. Column 7d is the refund amount due the customer.
16. Enter "X" in column 8 if 90 day ASF/ISF penalty is due.
17. Dealers may make additional entries such as legal owner only in columns 1a or 2.

NOTICE TO DEALERS

In the "Amount of Refund" column shown on the attached Bundle Listing Sheet, the department will indicate excess fees paid DMV. You will be responsible to refund to your customer accordingly or to have evidence that such fees were never actually charged and/or collected from your customer.